

**SENIOR GOVERNMENT RELATIONS OFFICER\* #230  
(Legislative Affairs)**

**Salary: \$5,252 to \$7,879 per month**

**APPLY IMMEDIATELY: Open Until Filled**

**First Review of Applications: Friday, September 26, 2003**

**\*Classification Title: Senior Government Affairs Analyst**

**THE ORGANIZATION**

The Southern California Association of Governments (SCAG) is the largest regional planning agency in the nation, functioning as the Metropolitan Planning Organization for six counties. SCAG represents:

- Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura Counties
- 188 Cities
- 38,000 Square Miles
- 19 million people
- 10th largest world economy

SCAG develops long-term solutions for regional challenges such as transportation, air quality, and housing, growth, hazardous waste and water quality. Since these issues cross city and county boundaries, SCAG works with cities, counties and public agencies in the six-county region to develop plans and strategies that will:

- Enable the efficient movement of people, goods and information;
- Enhance economic growth and international trade; and
- Improve the environment and quality of life for all residents.
- SCAG also is responsible for managing state-mandated programs such as the Regional Housing Needs Assessment. Furthermore, the agency acts as an information clearing house, providing mapping, forecasting and regional statistics and data.

For more information on SCAG, please visit our website at [www.scag.ca.gov](http://www.scag.ca.gov).

**THE POSITION**

Under direction of the Manager of Government & Public Affairs, serves as the liaison among SCAG and federal, state, and local legislative bodies and executive agencies; performs legislative research and analyses, coordinates and monitors SCAG's legislative programs; makes recommendations based upon legislative analyses to SCAG management, the Regional Council, and Policy committees; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly technical support to the Manager of Government & Public Affairs.

**THE IDEAL CANDIDATE**

SCAG is seeking a self-starting, motivated, collaborative, and innovative individual who has "hands on" experience with the inner workings of the California and federal legislative bodies and Executive branch agencies. The ideal candidate will be familiar with local government administration and practices, especially in the areas of transportation, land use and environmental policy. He or she must be an excellent communicator with superior interpersonal skills and experience making presentations to groups, committees, and elected officials. The ideal candidate will be a team player who exhibits a positive attitude when working with elected officials and staff.

**Education and Experience:** Equivalent to a Bachelor's Degree from an accredited college or university with major course work in political science, public administration, business administration, or a related field and five years of government affairs experience. Legislative staff, legislative liaison, or legislative advocacy experience is highly desired.

**Competencies:** Knowledge of local, regional, State and Federal policies, trends and legislation related to transportation, land use and environmental planning; legislative processes and procedures, including legislative advocacy and lobbying; public relations and community affairs; organizational and management practices as applied to the analysis, evaluation, development and implementation of complex legislative programs, policies and procedures; sources of information related to a broad range of legislative analysis.

Ability to interpret federal, state and local laws, legislation, regulations; communicate clearly and concisely, both orally and in writing; prepare clear and concise correspondence and reports on a variety of issues; conduct research on a wide variety of complex legislative topics; effectively administer a variety of departmental programs and activities; plan, organize, and carry out assignments from management staff with minimal supervision and direction; interpret and apply administrative and departmental policies and procedures.

**Special Requirements:** May be required to register as a lobbyist with the California Legislature. Ability to work in a standard office environment; ability to travel to different sites and locations; possession of, or ability to obtain, an appropriate, valid driver's license.

## **EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES**

- Monitor the legislative activity of the most difficult and complex pieces of proposed legislation affecting SCAG; serve as liaison between SCAG and the State legislature and Congress and other governmental entities on such legislation and policy matters.
- Testify before legislative committees on behalf of SCAG; coordinate preparation of annual legislative program.
- Make presentations and provide information and technical assistance to individual legislators and legislative staff.
- Develop, maintain, and expand alliances and positive working relationships with members of the State legislature, Congress, State and Federal agencies, and various organizations that are analogous to SCAG including CALCOG, Caltrans, the region's transportation commissions and SCAG subregions.
- Communicate SCAG's policies, plans, and programs to State and Federal agencies, county transportation commissions, councils of government, cities, and counties.
- Serve as support staff to Regional Council members and the Executive Director at various internal and external meetings.
- Review bill analyses prepared by department staff and develop recommended department positions on assigned legislation.
- Present briefings to SCAG departments on significant legislative developments, including compromises or alternatives proposed by legislators or their staffs.

## **APPLICATION AND SELECTION PROCEDURE**

Applicants must submit a completed SCAG application and resume to:

### **Southern California Association of Governments**

Attn: Human Resources Office  
818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Los Angeles, California 90017  
(213) 236-1910  
[www.scag.ca.gov](http://www.scag.ca.gov)

Applications and resumes must be received by Human Resources no later than 5:00 p.m. on the final filing date. Postmarks will not be accepted. All completed application materials will be reviewed. A limited number of the most qualified candidates will be selected to participate in the selection process based on the application, resume, and other written information submitted which clearly demonstrates the relevant breadth and depth of applicable training, experience, and education for the position. Selection process may include a written exam (qualifying), panel interview, and/or other testing as deemed appropriate. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the examination process.

## **EMPLOYMENT INFORMATION**

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Employees are required to serve a one-year probationary period. Manager and director positions are employed through an annual contract.

## **SALARY AND BENEFITS**

- **Salary Range:** \$5,252 to \$7,879 per month.
- **Insurance Coverage:** Employees may choose from four HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$550 towards insurance premiums with the cost difference paid out in cash. Dental and vision insurance is provided at no cost to employees. Life insurance in the amount of \$50,000 is provided by employer. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and CitiStreet 457 deferred compensation plans are available. Employees do not pay Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of service with SCAG.
- **Sick Leave:** Employees earn sick leave at the rate of one day per month.
- **Health and Dependent Care Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health and dependent care.
- **Rideshare/Transportation Incentive Program:** SCAG pays \$42 towards monthly bus pass, \$35 per month for ridesharing, and \$155 per month towards vanpool or Metrolink pass. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** Employees are eligible for credit union membership at the E-Central Credit Union. Employees may have their paychecks automatically deposited. Tuition reimbursement up to \$1,000 per year is offered for qualified courses.

## **THE LOCATION**

The main SCAG offices are located in bustling downtown Los Angeles. Los Angeles (L.A.) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the L.A. Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown L.A. is easily accessible by Metrolink train, underground Metro subway, and bus.

## **EQUAL EMPLOYMENT OPPORTUNITY**

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1870. Advance notification of at least 3 days is required.